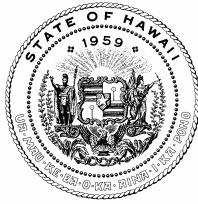


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## ATTENTION CONTINUING EDUCATION PROVIDERS

At its February 2003, monthly meeting, the Real Estate Commission ("Commission") approved a **new format for the 2003-2004 core course(s)**. The Commission approved the following:

- 1) The Commission shall continue to require that a licensee complete at least 4 hours of a Commission-approved mandatory core course plus at least 6 hours of Commission-approved elective courses to meet the 10 hour CE requirement.
- 2) The Commission will not have a Commission-developed mandatory core course for this biennium.
- 3) The Commission will approve **CE provider-developed mandatory core courses of 4 hours in the following core topic areas** as a pilot project:
  - Chapter 467, Hawaii Revised Statutes (HRS), Chapter 99, Hawaii Administrative Rules (HAR), and updates as of the date of instruction, if any. Updates may include any 2003 and 2004 Legislative Acts applicable to real estate licensees.
  - Chapter 514A, HRS, Chapter 107, HAR, and updates as of the date of instruction.
  - Ethics
  - Fair Housing
  - Agency and Disclosure
- 4) A CE provider may submit for Commission approval, a **4 hour mandatory core course on any of the core topics or any combination of the core topics**.
- 5) The mandatory core course **may be delivered in two 2-hour sessions** subject to the following conditions:
  - a) Provider shall provide written disclosure to each student that they have to complete both 2 hour sessions to receive credit for completing a Commission-approved mandatory core course and to receive a continuing education completion certificate, that failure to complete either

session means an incomplete and no credit or certificate will be issued, and that the provider, not the Real Estate Branch (REB), will handle all inquiries/problems concerning completion of the two sessions. This written disclosure shall be provided to each student before the start of the initial session.

- b) The written disclosure is to be signed by student, provider keeps original and student receives a copy. Should there be a problem, upon request, the provider shall provide original to REB.
  - c) It is solely the responsibility of the provider to keep records of students and completion of each session. The provider shall not provide any roster record or any other type of record to REB until a student completes the second session. REB will not keep any records of students completing the initial session.
  - d) The provider shall not issue any CE completion certificate or include in any roster record submitted to REB any student that has not completed the required two 2-hour sessions.
  - e) Provider may want to consider presenting both sessions during the second year of the licensing biennium.
  - f) This split format is a pilot project subject to student evaluations handled confidentially and Commission evaluation program monitoring.
- 6) Shall be subject to the Commission approved evaluation program.

It's not too early to begin creating core courses. As stated above, there are now five topic areas from which to create a course. You may combine as many topics as you wish; however, each topic could easily fill a four-hour course by itself.

As CE providers, you have the responsibility to select qualified instructors for your courses, and according to §16-99-104, HAR, you must certify to the Commission that each instructor has met the Commission requirements. As far as possible law updates go, on the real estate side, there are no administrative bills currently being considered. There may be more updates for Chapter 514A, HRS, and Chapter 107, HAR, however, especially in light of the on-going recodification of the condominium laws.

You also have a choice of presenting your core course in two 2-hour sessions. However, along with this format comes very specific responsibilities on the provider's part. All record keeping, trouble-shooting, problem-solving regarding the students and the sessions they attend are the sole responsibility of the provider.

The more core courses licensees have to choose from, the better it will be for consumers in general, and the real estate profession as a whole.